

IGMS INSTRUCTIONS FOR NMRC NOV 2021 GRANT CALL

Submission

- For **Renewal**, please select “**New Submission**” in IGMS and **inform HI ORE on the associated old project ID**. Please contact HI ORE directly if you require clarification on how to inform HI ORE.
- For **Resubmission**, please select “**Resubmission of Application**” in IGMS and **indicate the last rejected proposal** in the “**Original Proposal ID**” field. (E.g., For second resubmission, please indicate the proposal ID of the first resubmission only.) **Do not** indicate more than one proposal ID in the “Original Proposal ID” field.
- Please click on “Next” at the end of each section to proceed to the next section. If the section is filled completely, the section will be marked with a green tick on the top navigation bar. **All sections must be marked with green ticks before application can be submitted.** (Orange tick represents incomplete information.)
- Please note that the maximum file size for each uploaded file is **4MB**.
- Please note that NMRC **will reject application upon submission** if:
 - Any of the required documents was not submitted (Please refer to Appendix I)
 - Wrong template (e.g., outdated, different programme’s) was used for any of the required documents (Please use latest templates as available in IGMS)
 - Any of the Proposal or CV documents exceeds page limits
- Please note that any **additional information submitted** (including additional attachments and inputs in fields that are supposed to be indicated “NA” or not required) will be **excluded from review**.

Templates and File Naming Conventions

- Please prepare your application by **downloading the latest templates available on IGMS** and upload the completed documents to the relevant sections in IGMS. The documents are to follow the stipulated file naming conventions stated below.
(**Note:** Applications with attachments not named according to the stipulated naming conventions **will not be accepted**.)

IGMS Section	Required Document for Upload	File Naming Convention
Research Details	1. Research Proposal	1. “Research Proposal”
Research Team, Collaborators, Referees	1. CV of PI 2. CV of Co-Investigator(s) 3. CV of Collaborator(s) <i>Additional for CNIG, OFYIRG:</i> 4. CV of Mentor <i>Additional for TA, CSA-INV, HCSA-INV and CIA-INV:</i> 5. CV and mentorship plan of Mentor 6. Letter of Support of Mentor	1. “CV_Pi_<PI’s Full Name>” 2. “CV_Col_<Co-Investigator’s Full Name>” 3. “CV_Collab_<Collaborator’s Full Name>” <i>Additional for CNIG, OFYIRG:</i> 4. “CV_Mentor_<Mentor’s Full Name>” <i>Additional for TA, CSA-INV, HCSA-INV and CIA-INV:</i> 5. “CV_Mentor_and_Mentorship_Plan_<Mentor’s Full Name>” 6. “CV_Mentor_Letter of Support_<Mentor’s Full Name>”

Declaration of Ethics Approval	1. Ethics Approvals (if any)	1. "Ethics_<DSRB/IRB/IACUC>"
Other Attachments	1. Team Member Signatories & Other Support details ** <i>Additional for CTGICT:</i> 2. Industry Research Collaboration Agreement <i>Additional for CTGIIT:</i> 3. Letter of Support of HOD 4. Letter of Support of HI 5. Industry Research Collaboration Agreement/ Letter of Support (if any)	1. "Other Attachments_Signatories and Other Support" <i>Additional for CTGICT:</i> 2. "Other Attachments_Industry Collaboration_<Name of Company>" <i>Additional for CTGIIT:</i> 3. "Other Attachments_Letter of Support_HOD" 4. "Other Attachments_Letter of Support_HI" 5. "Other Attachments_Industry Collaboration_<Name of Company>"

**For NMRC Research Training Fellowship (RTF), please also refer to instructions within the programme's templates for the naming convention for documents not listed above.*

*** For OFYIRG, please note that the "Other Attachments and Signatories and Other Support" template has additional declaration clause and endorsement section.*

Research Details Section

- For "Main Research Area", please select "Biomedical and Life Sciences" from the drop-down list for all applications.
- For "Research Objective" and "Potential Application/Exploitation of Research", please put "NA" in the fields.
- For "Scientific Abstract", please limit to **300 words**.
- For "Lay Abstract", please limit to **200 words**.

Research Team, Collaborators, Referees Section

- Lead PI's name is auto-generated in the Research team list, please click on the name to fill in the required details.
- For adding of Co-Investigators, please ensure that Co-Investigators' ORCIDs are updated prior to adding them into the research team on IGMS, and the correct Co-Investigators' institutions are chosen. (Choice of institution should be based on the capacity Co-I/Collab is participating in)
- 'Team PI' role for team member is **not allowed**.
- Sum of total % time within the project for all team members (PI, Co-Investigators and Collaborators) must be 100%. The minimum value per team member is 1 and up to 2 decimal places.
- Referees sub-section is not required.** Please do not fill in.
- 'Letter of Commitment'** from Collaborator is **not required**. Please do not upload.

Research Milestone Section

- “Research Milestone” is limited to 300 characters (including space).
- Please note that “Duration” is requested, instead of end month.

Budget Section

- Please provide **budget justification under each budget line item’s “Justification” field** (only SHC vote requires inputs under the vote “Justification” field).
- For Manpower (EOM) items, please note that the ‘Annual Salary Package’ amount is only used as a guide. The ‘Total Cost’ will be used in the overall budget calculation.
- For Research Scholarship (RS) items, please note that the ‘Annual Scholarship Package’ amount is only used as a guide. The ‘Total Cost’ will be used in the overall budget calculation.
- For NMRC Human Capital Awards and Talent Development programmes (STaR, CSA, HCSA, CIA, TA, RTF) which has the Supplemental Human Capital Funding (SHC), please indicate the **total amount of salary support required from NMRC** over the project duration in the ‘Salary Support Request’ field.
- **Budget attachment (including quotations) is not required.** Please do not upload.

Other Attachments Section

- Please upload the completed Other Attachments template in this section. The Other Attachments template can be downloaded from the Research Proposal sub-section under the “Research Details” section (first page).

Grant Programme	Required Document for Upload
CS-IRG, OF-IRG, CS-IRG-NIG, OF-YIRG, CTGICT, CTGIIT	<ol style="list-style-type: none"> Research Proposal <ul style="list-style-type: none"> Annex B for Resubmission Annex C for Renewal CV of PI CV of Co-Investigator(s) CV of Collaborator(s) Ethics Approvals (if any) Team Member Signatories & Other Support details (including Annex A on Scientific Abstracts of Listed Grants) <p><i>Additional for CS-IRG-NIG, OF-YIRG:</i></p> <ol style="list-style-type: none"> CV of Mentor <p><i>Additional for CTGICT:</i></p> <ol style="list-style-type: none"> Industry Research Collaboration Agreement <p><i>Additional for CTGIIT:</i></p> <ol style="list-style-type: none"> Letter of Support of HOD Letter of Support of HI Industry Research Collaboration Agreement/ Letter of Support (if any)
STaR, CSA-SI, CSA-INV, HCSA-SI, HCSA-INV, CIA-SI, CIA-INV, TA	<ol style="list-style-type: none"> Research Proposal <ul style="list-style-type: none"> Annex B for Resubmission Annex C for Renewal (<i>not applicable for TA</i>) CV of PI CV of Co-Investigator(s) CV of Collaborator(s) Ethics Approvals (if any) Team Member Signatories & Other Support details (including Annex A on Scientific Abstracts of Listed Grants) <p><i>Additional for TA, CSA-INV, HCSA-INV and CIA-INV:</i></p> <ol style="list-style-type: none"> CV and mentorship plan of Mentor Letter of Support of Mentor
RTF	<ol style="list-style-type: none"> Research Proposal* CV of Applicant Summary of Mentor(s) and Supervisor(s) CV of Mentor and Supervisor Letter of Support of Mentor and Supervisor Ethics Approvals (if any) Signatories & Other Support details (including Support from HOD and Scientific Abstracts of Listed Grants) Course information and fee structure of formal research programmes Letter of acceptance from university/place of attachment (if ready) Budget clearance from HR/Finance [For Residents] Letters of support from PD, RAC <p><i>*for formal course-based training which does not require a research project, applicants need not fill in section C of the research proposal template.</i></p>